SETTING UP A TEAMS MEETING

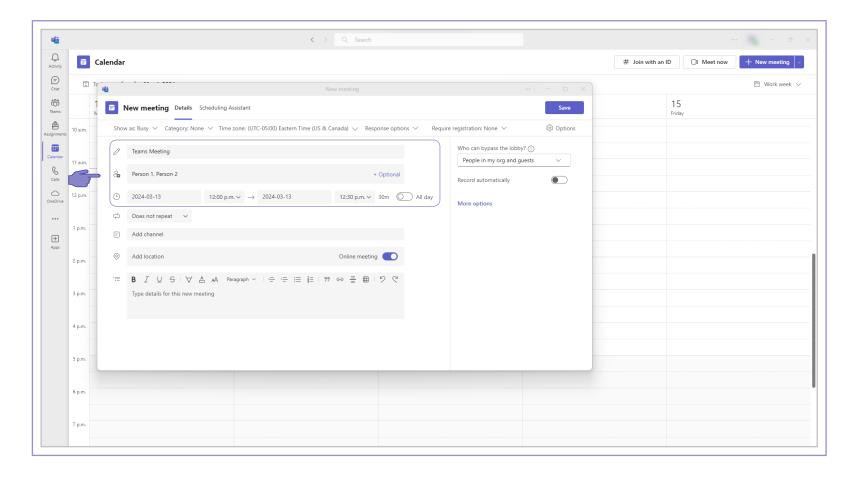
A GUIDE FOR HYBRID VIDEO CONFERENCING



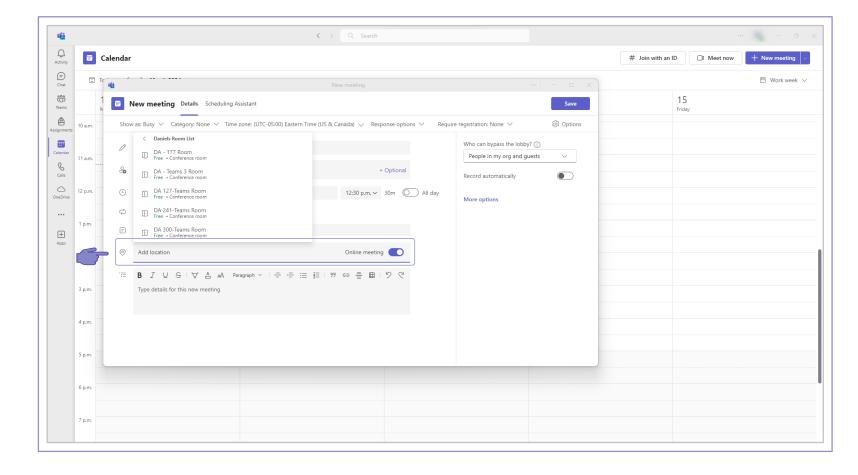
- I. Select the *Calendar* tab in your Teams window.
- II. Choose the date of your meeting and double click on the time-block during which it will take place. You can also press the *New meeting* button.

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Calendar	Calendar			# Join with an ID I Meet now + New me	
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7 p.m.					

- I. Name your meeting.
- II. Add your guests by typing their names into the *add required attendees* form.
- III. Set the start and end times of your meeting



I. Select the room in which your meeting will take place by clicking on the *add location* form.



- I. Check that all details are correct. Browse more backend parameters by selecting *More options* on the right-hand side.
- II. Press the Send button at the top-right corner.

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asignments	10 a.m.	Show	ras: Busy 🗸 Category: None 🗸 Time zone: (UTC-05:00) Eastern Time			
Calendar	11 a.m.	0	Teams Meeting		Who can bypass the lobby? ① People in my org and guests	
& Calls		୍ଦ	Person 1, Person 2	+ Optional	Record automatically	
OneDrive	12 p.m. [1 p.m.] 2 p.m. [3 p.m.] 4 p.m. [5 p.m.]	¢ E ©	2024-03-13 12:00 p.m. $\vee \rightarrow$ 2024-03-13 Suggested: 12:00 p.m12:30 p.m1:00 p.m. 12:30 p.m1:00 p.m. Does not repeat \vee Add channel ID DA 300-Teams Room \times B I IL \bigcirc A AA Paragraph \vee \vdash \vdash \vdash Type details for this new meeting \downarrow \vdash \vdash \vdash	12:30 p.m. ∨ 30m Online Matching Online meeting ● Ξ 99 co Ξ 99 co	More options	
	6 p.m.					

Your meeting is now scheduled. Your guests will be notified via email and it will appear in their Teams calendars, enabling them to join the meeting on the day.

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Upon entry to the Teams conferencing room, the TV should be illuminated and displaying the Teams user interface. If you notice the TV is off, turn it on with either the remote or by pressing the *Power* button located just behind the screen on the righthand side.

If the screen remains black or continues to display no Teams information, promptly contact the IT Helpdesk for support.

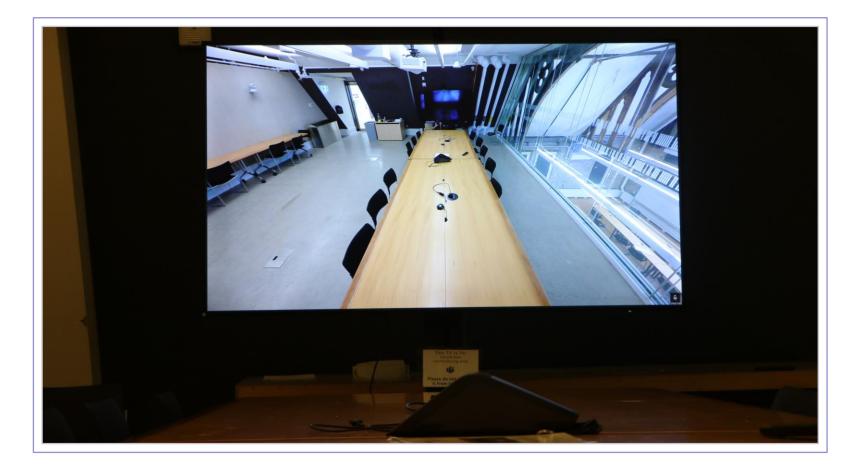


Just before the meeting is scheduled to begin, notice the Crestron touchscreen. Your meeting will be available to join.

- I. Select the *Join* button to start the meeting.
- II. Make sure the microphone icon is illuminated green so your guests can hear you. You can toggle between muted and unmuted by tapping the icon.



Once the Teams room has joined the meeting, you will see the in-room camera's view display on the TV. You will be able to see your guests in a grid as they join the meeting themselves.



To screenshare content from your laptop to the Teams meeting, simply plug your laptop into the HDMI cable that is attached to the Crestron touchscreen.

Your laptop's content will automatically display on the TV and will be framed by a red a line. This indicates that your content has successfully been shared and is viewable by your guests.



THANK YOU

PLEASE NOTIFY THE IT HELPDESK IN ADVANCE OF YOUR MEETING IF YOU'D LIKE ASSISTANCE WITH SETUP OR A TECH RUN-THROUGH

